



City of San Antonio

111 Plaza de Armas • San Antonio, Texas • 78205
Phone No. (210) 207-8108 • Job Line (210) 207-7280

www.sanantonio.gov

Application For TEMPORARY EMPLOYMENT

PLEASE PRINT ALL INFORMATION

LAST NAME	FIRST NAME	SOCIAL SECURITY #
STREET ADDRESS		PO BOX
CITY	STATE	ZIP CODE
HOME PHONE NUMBER ()	ALTERNATE PHONE NUMBER ()	PAGER ()
POSITION APPLYING FOR		DEPARTMENT
DRIVERS LICENSE #	STATE	EXPIRATION DATE
IF HIRED, CAN YOU SUBMIT PROOF OF IDENTITY AND ELIGIBILITY TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		

EDUCATION

HIGH SCHOOL	ADDRESS, CITY, STATE, ZIP	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> GED HIGHEST GRADE _____
COLLEGE	ADDRESS, CITY, STATE, ZIP	DEGREE

EMPLOYMENT HISTORY (Please list all employment for past ten (10) years, attach additional sheets if necessary)

EMPLOYER	ADDRESS, CITY, STATE, ZIP	POSITION HELD	DATES
EMPLOYER	ADDRESS, CITY, STATE, ZIP	POSITION HELD	DATES
EMPLOYER	ADDRESS, CITY, STATE, ZIP	POSITION HELD	DATES
EMPLOYER	ADDRESS, CITY, STATE, ZIP	POSITION HELD	DATES

BACKGROUND (Information will be verified through SA Police Department, Municipal Courts and TX DPS)

HAVE YOU EVER WORKED FOR THE CITY OF SAN ANTONIO? <input type="checkbox"/> NO <input type="checkbox"/> YES	POSITION	DATES	DEPARTMENT
HAVE YOU EVER SERVED IN THE MILITARY <input type="checkbox"/> NO <input type="checkbox"/> YES	BRANCH	RANK	TYPE OF DISCHARGE
HAVE YOU EVER PLED GUILTY OR "NO CONTEST" TO OR BEEN CONVICTED OF A MISDEMEANOR OR FELONY? <input type="checkbox"/> NO <input type="checkbox"/> YES (Please Explain)			
LIST ALL MOVING TRAFFIC VIOLATIONS WITHIN LAST FIVE YEARS			

I certify that the answers given by me to the foregoing questions and statements are true and correct without omissions of any kind. I authorize the City of San Antonio to conduct a background check pertaining to my suitability for employment which will include a criminal history check, medical evaluation and pre-employment drug screening test. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, would be cause for termination and this employer shall not be liable in any respect for such action of termination.

SIGNATURE	DATE
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"AN EQUAL OPPORTUNITY EMPLOYER"

HR 100102

Temporary Employment Information

Temporary employees are unclassified employees hired by the City to fill positions where the needs of the City do not warrant a permanent full-time employee. A temporary employee's appointment(s) is for a definite period of time and shall not exceed 960 hours in a fiscal year except:

1. An on-call position, requiring an employee to work on an on-going basis but only as needed and as available on a non-consecutive basis;
2. A position resulting from participation in a federally or state funded program that provides support services to include job training;
3. A cooperative work-study program with an educational institution;
4. An intern position hired to develop job skills in preparing for entry into the workforce while enrolled in an educational institution;
5. A Summer Youth Program;
6. The Human Resources Temporary Office (Clerical) Support Program.

Temporary employees in the Office Support Program may not remain in the same assignment for a period longer than 480 hours or 60 working days and may not work more than a total of 6 months (1,040 hours) in a fiscal year.

Temporary employees are not entitled to any civil service benefits, health benefits or other City benefits or incentives unless mandated by Federal or State Law.

The City of San Antonio may terminate the employment relationship with any temporary employee(s) at any time, for any reason.

Upon hire, you will be provided with a copy of the Administrative Directive governing Temporary Employment Status.

My signature below indicates that I have read and understand the Temporary Employment Information stated above.

Signature

Date